GENERAL PURPOSE CHECKLIST	**DATES(S) OF INSPECTION**	
FUNCTIONAL AREA/SUBORDINATE AREA: **Medical Readiness of Soldiers**	**CHECKLIST EFF DATE**: **1 August 2001**	**PAGE** 1 OF 2
INSPECTION OFFICE/AGENCY G-1	**INSPECTOR'S NAME & PHONE NUMBER**	

ITEM	GO	NG	NA
A. Discussion: Soldier readiness is a critical component of unit readiness. A unit in combat must have personnel that are physically capable of operating in a hostile environment. In order to complete essential tasks successfully, soldiers must be free of illnesses that can degrade their performance and protected to the maximum extent possible from environmental threats.			
B.. REFERENCES:			

B.. REFERENCES:

1. AR 40-35, Preventive Dentistry, 26 Mar 89

2. AR 40-501, Standards of Medical Fitness, 27 Feb 98

3. AR 40-562, Immunization and Chemophylaxis, 1 Nov 95

4. AR 600-63, Army Health Promotion, 28 Apr 96

5. USAREUR Regulation 525-1, USAREUR Deployment

6. DoD instructions 6490-3 Implementation and Application of Joint Medical Surveillance for Deployments

7. Joint Staff Memorandum, MCM-251-98, Deployment Health Surveillance Readiness, 4 December 1998

C. Specific Questions:

1. Does the unit have a system to monitor subordinate units conduct of soldier readiness checks?

2. Does the unit have a system to ensure medical surveillance screenings are completed for each soldier upon deployment/redeployment

   Comments:

3. Does the unit have a system to monitor status of soldiers under the Anthrax Vaccine Immunization Program (AVIP)?

   Comments:

4. What is the overall compliance rate? _____

ITEM	GO	NG	NA
5. Does the unit have a system or procedures to monitor the Oral Health of subordinate units? Comments:			
6. What percent of the unit is dental category 3 and 4?_____			
Comments:			

GENERAL PURPOSE CHECKLIST	DATES(S) OF INSPECTION

FUNCTIONAL AREA/SUBORDINATE AREA: AWOL/DFR REPORTING	CHECKLIST EFF DATE: 1 August 2001	PAGE 2 OF 2

INSPECTION OFFICE/AGENCY G-1	INSPECTOR'S NAME & PHONE NUMBER

ITEM	GO	NG	NA
(6). Are the appropriate documents compiled to form the DFR packet and is the original packet turned into the PSB within 48 hours after the effective date of DFR? (Para 3-5, AR 630-10)			
(7). Has the Personnel Sergeant or adjutant conducted an internal review of the AWOL Reporting functional area and is a copy retained on file?			
(8). Is the BN S-1 reviewing the AAC-C03 Report against names on the AAC-C95 Report for accuracy? (Para, 3-13(4-2), AR 600-8-2)			
(9). Is there a DA Form 4384 (Commander's Report of Inquiry/Unauthorized Absence) complete? (Para 2-3b, AR 630-10)			
(10). Is an inventory for the soldier's Personal Property conducted and any monies found properly disposed of? (Procedure 9-8, Step 8, DA PAM 600-8)			
(11). Is the letter to the soldier's next of kin to inform them of the soldier's AWOL status prepared and mailed on the 10th day of AWOL? (Para 2-3e, AR 630-10)			
c. **DFR Reporting**:			
(1). Is a request for revocation of security clearance submitted? (Proc 9-8, Step 13,DA Pam 600-8)			
(2). Are copies of these documents maintained on file? (Procedure 9-8, DA PAM 600-8)			
(3). If an AWOL/DFR action was erroneously reported does the PAC know what action to take? (Para 4-10, AR 630-10 & Procedure 9-8, DA Pam 600-8-1)			
(4). Was a letter sent to the next of kin on the 31st consecutive days of AWOL informing them of the DFR action? (Proc 9-8g, Step 15f,DA Pam 600-8)			
4. **REMARKS**:			

GENERAL PURPOSE CHECKLIST		DATE OF INSPECTION	
FUNCTIONAL AREA/SUBORDINATE AREA: LEAVE and PASSES (G1/AG)	**CHECKLIST EFF DATE:** **1 August 2001**	**PAGE** 1 OF 3	
INSPECTION OFFICE/AGENCY G-1	**INSPECTOR'S NAME & PHONE NUMBER**		

ITEM	GO	NG	NA
TASK: Manage the Unit/Battalion Leave Program **CONDITIONS**: Given the mission of establishing and managing the unit's leave program at the battalion level. **STANDARD**: IAW AR 600-8-10			

1. **REFERENCES**:

   a. AR 600-8-10, Leaves and Passes, 1 Jul 94

   b. AR 630-10, Absent Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings, 10 Jun 92

2. **PURPOSE**: To assess the unit's Leave and Pass program IAW above references.

3. **SPECIFIC QUESTIONS**:

   a. If the soldier's last day of leave is a non duty day or holiday, is the DA Form 31 annotated that the last day of leave should not be charged as a day of leave? (Para 12-1n, AR 600-8-10)

   b. Are voided leaves annotated properly on the DA Form 31 and on the leave control log, and are those leaves signed by the Adjutant or Personnel Sergeant ? (Para 12-6, Table 12-3(6), AR 600-8-10)

   c. Has the Personnel Sergeant or Adjutant conducted the internal review of the Leave Program functional area? If so, is the documentation on file?

   d. Does the unit have a written leave SOP/Policy? (Para 2-2b, AR 600-8-10)

   e. Is there a suspense system to control the departure and return of leaves (Para 12-5a (1), AR 600-8-10)?

   f. When a soldier returns from leave, is the original copy of the DA Form 31 forwarded to finance within 3 working days (10 duty days if TDY is a factor)? (Para 12-7a, AR 600-8-10)

   g. Is the organization copy of the DA Form 31 maintained on file for a period of 6 months? (Para 12-7b, AR 600-8-10)

ITEM	GO	NG	NA
h. If a soldier goes AWOL from leave, is the appropriate entry made in item 17 of the DA Form 31? (Para 4-30, AR 600-8-10)			
i. Is the unit verifying the soldiers were charged for the correct number of days using the Unit Leave Report generated by finance?			
k. Are the DA Forms 31 prepared correctly (Para 12-1, AR 600-8-10)?			
l. Does the control number start with the number 0001 with the first leave that begins in the fiscal year (Para 12-1(2-c), AR 600-8-10)?			
m. Are the appropriate notations made on the DA Form 31 when applicable:			
(1) PCS for soldiers departing on permanent change of station.			
(2) TRNS for soldiers departing on transitional leave.			
n. Are leave extensions annotated properly on the DA Form 31 and the leave control log? (Para 12-36, Table 12-18, AR 600-8-10)			
o. Is the leave control log being updated on a daily basis? (Para 12-6, AR 600-8-10)			
Unit Transmittal Letters			
p. Are Unit Transmittal Memorandums (UTL) consecutively numbered?			
q. Does the first numbered UTL prepared in a month beginning with the number "1"?			
r. Does the first number UTL prepared in a month contain a notation which identifies the last prepared UTL for the previous month?			

GENERAL PURPOSE CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: LEAVES and PASSES (G1/AG		**CHECKLIST EFF DATE:** **1 August 2001**	**PAGE** 3 OF 3	
INSPECTION OFFICE/AGENCY G-1		**INSPECTOR'S NAME & PHONE NUMBER**		

ITEM	GO	NG	NA
r. Is the reverse side of the UTL correctly prepared?			
s. Are documents being sent to finance on a UTL daily?			
4. **REMARKS**:			

AETV-SC Form 1-201-R dated 1 January 1997   A - 6

GENERAL PURPOSE CHECKLIST		DATE OF INSPECTION	

INSPECTION OFFICE/AGENCY G-1	INSPECTOR'S NAME & PHONE NUMBER

ITEM	GO	NG	NA
TASK: Establishing and maintaining Family Care Plans **CONDITIONS**: Given the mission of identifying, establishing and maintaining a Family Care Plan for personnel required at the battalion level. **STANDARD**: IAW AR 600-20			

1. **REFERENCES**:
 	
  a. AR 600-8, Military Personnel Management, 1 Oct 89
 	
  b. AR 600-8-24, Officer Transfers and Discharges, 21 Jul 95
 	
  c. AR 600-20, Army Command Policy, 15 Jul 99
 	
  d. AR 635-200, Enlisted Personnel (Personnel Separations), 1 Nov 00
 	
  e. V Corps Family Care Plan Policy Memorandum #24, 3 Aug 98
 	
2. **PURPOSE**: To assess the effectiveness of the unit's ability to identify and maintain Family Care Plans for personnel required IAW AR 600-20.
 	
3. **SPECIFIC QUESTIONS**:
 	
  a. Are the above references on hand, on order, or readily available?
 	
  b. Are DA Form 5304-Rs completed by both members of the dual military couple and the respective commanders or designated representative? (Para 5-5k (d), AR 600-20)
 	
  c. Were Family Care Plans initiated and completed when required on newly assigned soldiers within two months? (Para 5-5f (4&5), AR 600-20)
 	
  d. Are DA Form 5304-R and 5305-R being completed within 90 days of birth and re-certified NLT 45 days after delivery of child? (Para 5-5j, AR 600-20)
 	
  e . Were DA Forms 5304-R properly completed? (Para 5-5k (1), AR 600-20)
 	
  f. Were DA Forms 5305-R properly completed? (Para 5-5k (2), AR 600-20)
 	
  g. Were DA Forms 5840-R or other legal proof that guardians agree to provide care updated? (Para 5-5n (2), AR 600-20)			

ITEM	GO	NG	NA
h. Were DA Forms 5841-R or equivalent delegation of legal control updated? (Para 5- 5n (1), AR 600-20)			
i. Is DA Form 2558 filled out and placed in each packet? (Para 5-5n (4), AR 600-20)			
j. Were LOIs for family financial care been completed by each soldier? (Para 5-5n (5), AR 600-20)			
k. Are Family Care Plans approved by the unit commander on DA Form 5305-R? (Para 5-5g (2), AR 600-20)			
l. Were re-certification of Family Care Plans being accomplished annually? (Check C27 for soldiers assigned to Grip/Bn more than a year) (Para 5-5k (2)c, AR 600-20)			
m. Did the Personnel Sergeant or Adjutant conduct an internal review of the Family Care Plan Functional Area and is a copy retained on file?			
n. Has the (Gp/Bn/Det) tested the Family Care Plan program (verified address, phone numbers, (use telephone log), alerted units, (annotated in CQ log)? (Para 5-5q, AR 600-20)			
o. Has DD Form 1172 been completed for each family? (Para 5-5n (3), AR 600-20)			
p. Does the S-1 have a roster or utilize SIDPERS AAC-C43 Family Care Plan Report of personnel required to submit a family care plan? (Para 5-5p, AR 600-20)			

4. **REMARKS**:

ITEM	GO	NG	NA
TASK: Establish and monitor In - and Outprocessing procedures **CONDITIONS**: Given the mission of establishing and monitoring the in/out-processing of soldiers at the battalion level. **STANDARD**: USAREUR Reg 612-1			

1. **REFERENCES**:
 	
   a. AR 600-8-8, The Total Army Sponsorship Program,1 Jul 93
 	
   b. AR 600-8-10, Leaves and Passes, 1 Jul 94
 	
   c. AR 600-8-101, Personnel Processing (In-and Out Mobilization Processing), 26 Feb 93
 	
   d. AR 600-8-11, Reassignment, 1 Oct 90
 	
   e. AR 600-8-22, Military Awards, 25 Feb 95
 	
   f. AR 623-105, Officer Evaluation Reporting System, 1 Apr 98
 	
   g. AR 623-205, Noncommissioned Officer Evaluation Reporting System, 31 Mar 92
 	
   h. USAREUR Reg 612-1, Community Central In - and Outprocessing, 9 Mar 95
 	
2. **PURPOSE**: To evaluated the effectiveness of the unit's in/out-processing procedures.
 	
3. **SPECIFIC QUESTIONS**:
 	
   a. Are the publications listed above on hand, on order, or readily available?
 	
   b. Is there a checklist provided to assist soldiers during in-processing? (Para 8-2, USAREUR Reg 612-1)
 	
   c. Is a sponsor appointed to assist the soldier during in-processing? (Para 2-2, AR 600-8-8).
 	
   d. Is a sponsor appointed to assist the soldier during out-processing? (Para 2-2, AR 600-8-8)			

ITEM	GO	NG	NA
f. Is there a system in place to ensure NCO-ER's are initiate on SGT or above prior to their departure from the unit? (Appendix E, Para E-7, AR 623-205).			
g. Has the Personnel Sergeant or Adjutant conducted an internal review of the In & Out Processing functional area and is a copy retained on file?			
h. Are soldiers given enough time to properly in-process?			
i. Does the checklist identify soldiers in the Exceptional Family Member Program (EFMP)?			
j. Does the checklist identify soldiers needing family care counseling/plans?			
k. Is there a suspense system to ensure that soldiers report to their out-processing briefing on time? (Para 12, USAREUR Reg 612-)			
l. Is the Army Lapel Button presented to all eligible soldiers prior to their separation? (Chapter 3, AR 635-10).			
m. Are the clearing papers (DA Form 137) annotated to indicate whether the soldier was presented the Army Lapel Button so that an annotation can be made on the DD Form 214 (Certificate of Release or Discharge from Active Duty)?			
n. Is there a system in place to identify soldiers requiring final or transfer flagging action prior to their departure from the units?			
o. Are height and weight verifications by the unit commander or designated representative listed on the DA Form 137? (Installation Clearance Form). (AR 600-8-2, Chapter 2, Para 2-5 thru 2-7).			
p. Are Commanders ensuring that soldiers make levy appointments and that all needed changes are submitted to the Personnel Detachment within guidelines?			
q. Are port calls and PERSCOM assignment instructions being complied with by soldiers?			
4. **REMARKS**:			

GENERAL PURPOSE CHECKLIST		DATE OF INSPECTION	
FUNCTIONAL AREA/SUBORDINATE AREA: MEAL CARDS		**CHECKLIST EFF DATE:** **1 August 2001**	**PAGE** 1 OF 2
INSPECTION OFFICE/AGENCY G-1	**INSPECTOR'S NAME & PHONE NUMBER**		

ITEM	GO	NG	NA
TASK: Manage the unit's Meal Card System **CONDITIONS**: Given the mission of managing the unit's Meal Card Management System at the battalion level **STANDARD**: IAW AR 600-38			

1. **REFERENCE**:
 	
   AR 600-38, The Meal Card Management System, 11 Mar 88
 	
  2. **PURPOSE**: To evaluate the effectiveness of the unit's Meal Card Management System.
 	
  3. **SPECIFIC QUESTIONS**:
 	
   a. Is a Meal Card Verification officer (MCVO) appointed in writing? (Para 2-3h, AR 600-38)
 	
   b. Is the Meal Card Control Officer (MCCO) and Meal Card Controller (MCC) appointed in writing? (Para 2-3a & 2-6b, AR 600-38)
 	
   c. Does the group/battalion initiate DA Form 4187 to effect BAS recoupement within three (3) working days after a field exercise and forwarded to FAO for soldiers in receipt of BAS? (Para 4-3a, AR 600-38)
 	
   d. Are field meal cards issued IAW Para 4-7a, AR 600-38?
 	
   e. Are active and inactive meal card control binders maintained IAW Para 3-6, AR 600-38 ?
 	
   f. Are inactive DA Form 4809-R filed IAW Para 3-6c, AR 600-38?
 	
   g. Are missing meal card numbers provided to serving dining facilities headcount for double checking card? (Para 2-5f, AR 600-38).			

GENERAL PURPOSE CHECKLIST	DATE OF INSPECTION	
FUNCTIONAL AREA/SUBORDINATE AREA: MEAL CARDS	**CHECKLIST EFF DATE:** **1 August 2001**	**PAGE** 2 OF 2
INSPECTION OFFICE/AGENCY G-1	**INSPECTOR'S NAME & PHONE NUMBER**	

ITEM	GO	NG	NA
h. Is DA Form 4809-R prepared IAW Para 3-5, 3-7and figure 3-3, AR 600-38?			
i. Are soldiers signing the meal card register when issued? (Para 3-7 b, AR 600-38)			
4. **REMARKS**:			

FUNCTIONAL AREA/SUBORDINATE AREA: Standard Installation/Division Personnel System (SIDPERS)	**CHECKLIST EFF DATE:** **1 August 2001**
PAGE 1 OF 5	

INSPECTION OFFICE/AGENCY G-1	INSPECTOR'S NAME & PHONE NUMBER

ITEM	GO	NG	NA
TASK: Perform SIDPERS III **CONDITIONS**: Given the mission of monitoring and maintaining SIDPERS III procedures at the Battalion S1 Level. **STANDARD**: DA PAM 600-8-1			

1. **REFERENCES**:

   a. AR 630-10, Absent Without Leave, Desertion, and Administration of Personnel involved in Civilian Court Proceedings, 10 Jun 92

   b. AR 600-8-6, Personnel Accounting and Strength Reporting, 24 Sep 98

   c. AR 680-29, Military Personnel and Organization Codes, 29 Mar 96

   d. DA Pam 600-8-1, SIDPERS Battalion S1 Level Procedures, 01 Mar 89

2. **PURPOSE**: To evaluate the effectiveness of the unit's SIDPERS program to ensure proper strength accounting and reporting procedures.

3. **SPECIFIC QUESTIONS**:

  a. Does the unit verify/validate the System Configuration

    • Identify any UIC discrepancies between the user's configuration/unit table and the PAS

    • Maintain a copy of all configurations from connected sites (AAA-996)

    • Verify modem settings and IP addresses (Maintain a listing of IP addresses provided by DOIM in a secure site)

    • Verify system is configures as the proper echelon (PAS)

ITEM	GO	NG	NA
b. Does the unit perform system cleanup and verification			
• Perform software verification and parity check			
• Cleanup system files			
• Cleanup error logs			
• Check Disk Space (Do not let root disk space to get below 30%)			
• Ensure all systems are loaded with the most current software version			
c. Does the unit verify database backups			
d. Does the unit create/maintain System Image			
e. Create/Change SIDPERS3 User Accounts			
• WCS Can:			
• Create Type 1, Type 2, and Type 3 accounts			
• Create SIDPERS3 user accounts			
• Change passwords for all types of accounts, and knows when it is necessary to do so			
• Retire Type 1, Type 2, and Type 3 accounts and knows when it is necessary to do so			
• Disable/delete SIDPERS3 user accounts, and knows when it is necessary to do so			

ITEM	GO	NG	NA
f. Trouble Shoot Locked/Expired Password (WCS)			
g. Unlock Terminal			
h. Set Archive Frequency			
i. Archive Audit Trail			
j. Perform Push/Pull with External Systems (1st PERSCOM/PSB) • All batches that have not been acknowledged as received by 1st PERSCOM/PSB are still in the Archive Dir.			
k. Backup/Clear Transaction Queue • Backup done before any transactions are sent • Clear when PAS confirms receipt of transactions			
l. Send Transactions to Connected Sites • By LAN, modem or tape •Verify connected site received transactions • Keep a log of number/date of transactions sent • Date of oldest transaction in out queue			
m. Receive Transactions from Connected Sites • By LAN, modem or tape • Log number/date of transactions received			

ITEM	GO	NG	NA

n. Process Connected Site Queue within 24 hours
 	
• Date of Oldest Transaction in Queue
 	
o. Process Error Queue
 	
• Identify error transactions
 	
• Number of transactions in the Error Queue
 	
p. Process Suspense Queue
 	
• Check transactions past suspense date
 	
q. Produce/Reconcile/Interpret the Following Reports
 	
• Unit Personnel Accountability Report (AAA-162).
  - Reconcile with AAA-162 with servicing PSD and maintain files copies IAW AR 25-400-2.
 	
• Alpha Roster (AAA-342)
 	
• Unit Personnel Accountability Notices (AAA-165)
 	
• Unit Manning Report (AAA-161)
  - Does the unit have a locally generated version of the UMR in place of the SIDPERS 3 version which is not currently working.
 	
• Suspense of Favorable Personnel Action Report (AAA-095)
 	
• ADHOC Query - Produce 3			

ITEM	GO	NG	NA
r. Are current SIDPERS3 Publications on Hand • DA PAM 600-8-30 (Draft) • Error Resolution Manual • Internal SOP • SIDPERS3 MOIs for subordinate echelons • Procedures from the FSD Home Page			

GENERAL PURPOSE CHECKLIST	**DATE OF INSPECTION**	
FUNCTIONAL AREA/SUBORDINATE AREA: WEIGHT CONTROL PROGRAM	**CHECKLIST EFF DATE:** **1 August 2001**	**PAGE** 1 OF 2
INSPECTION OFFICE/AGENCY G-1	**INSPECTOR'S NAME & PHONE NUMBER**	

ITEM	GO	NG	NA
TASK: Maintain the Weight Control Program **CONDITIONS**: Given the mission of establishing and maintaining the weight control program at the battalion S1 Level. **STANDARD**: IAW AR 600-9			

1. **REFERENCES**:
 	
   a. AR 600-9, The Army Weight Control Program, 1 Sep 86
 	
   b. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS), 30 Oct 87
 	
   c. AR 601-280, Army Retention Program, 31 Mar 99
 	
   d. AR 600-8-24, Officer Transfers and Discharges, 21 Jul 95
 	
   e. AR 635-200, Enlisted Personnel (Personnel Separations), 1 NOV 00
 	
   f. AR 600-8-104, Military Personnel Information Management/Records, 27 Apr 92
 	
   g. DA PAM 600-8-1, SIDPERS Battalion Level Procedures, 01 Mar 89
 	
 2. **PURPOSE**: To assess the effectiveness of the unit's Weight Control Program IAW AR 600-9
 	
 3. **SPECIFIC QUESTIONS**:
 	
   a. Are soldiers being screened for height and weight during their semi-annual APFT or at least every six months? (Para 20a, AR 600-9)
 	
   b. Are personnel enrolled in the weight control program weighed in monthly to measure soldiers progress, and data kept on file? (Para 21e(1), AR 600-9)
 	
   c. Does the Commander notify all soldiers, in writing, that they are enrolled in the program? (Para 21, AR 600-9)
 	
   d. Are soldiers being flagged IAW AR 600-31 when entered into weight control program? (Para 21, AR 600-9)			

ITEM	GO	NG	NA
e. If a soldier who has not made satisfactory progress in the Weight Control Program after any two consecutive monthly weigh-ins, are they referred to health care personnel for evaluation or reevaluation? (Para 21e (2), AR 600-9)			
f. Are soldiers only removed from the weight control program when they achieve the body fat standard? (Para 21f, AR 600-9)			
g. Within 12 months after removal from a weight control program, and a soldier is determined to exceed the screening table weight and body fat standard with no underlying or associated disease, is the soldier being processed for separation proceedings? (Para 21k, AR 600-9)			
h. After 12 months but within 36 months removal from a weight control program, a soldier is determined to exceed the screening table weight and body fat standard with no underlying or associated disease, is the soldier allowed only 90 days to meet the standard? (Para 21k, AR 600-9)			
i. Are soldiers allowed to remain on the weight control program after the initial 6 months period? (Para 21h, AR 600-9)			
j. Does the commander provide programs to educate and motivate soldiers to attain and maintain weight and body fat standards? (Para 20b, AR 600-9)			
k. Are SIDPERS Transactions being submitted on soldiers enrolled in the weight control program? (Procedure 2-13, DA Pam 600-8-1)			

4. **REMARKS:**

GENERAL PURPOSE CHECKLIST		DATE OF INSPECTION	

FUNCTIONAL AREA/SUBORDINATE AREA: ALCOHOL AND DRUG ABUSE PREVENTION	CHECKLIST EFF DATE: 1 August 2001	PAGE 1 OF 2

INSPECTION OFFICE/AGENCY G-1	INSPECTOR'S NAME & PHONE NUMBER

ITEM	GO	NG	NA
TASK: To establish and maintain a Command/Gp/Bn Alcohol and Drug Program. **CONDITIONS**: Given the mission of establishing and maintaining the Commander's Alcohol and Drug Abuse Program. **STANDARD**: IAW AR 600-85 and USAREUR MSG 021220Z Mar 90; Subject: Drug Testing in USAREUR			
1. **REFERENCES**: a. AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, 26 Mar 99 b. AR 600-8-24, Officer Transfers and Discharges, 21 Jul 95 c. AR 635-200, Enlisted Personnel (Personnel Separations), 26 Jun 96 d. CINCUSAREUR MSG 021330Z, Mar 95, Drug Testing in USAREUR. e. V Corps Policy Memo 5, V corps Commanding General's Policy on the Treatment of Alcohol Troubled and Alcoholic Soldiers. 2. **PURPOSE**: To evaluate the effectiveness of the unit's ADAPCP. 3. **SPECIFIC QUESTIONS**: a. Is the unit commander in compliance with CINCUSAREUR 200% yearly urinalysis testing per CINCUSAREUR MSG? (A check of urinalysis ledger will be made to verify compliance)? b. Is the appointed UADCs on appointment orders? (Chapter 1-24b, AR 600-85) c. Are UADCs maintaining liaison with the local Community Counseling Center (CCC) and Biochemical Testing Coordinator (BTC)? (Para 1-24(5), AR 600-85) (Check with the CCC and BTC prior to inspection). d. Is the unit commander conducting documented alcohol and drug prevention education and training Classes? (Para 2-11c &2-12f, AR 600-85) e. Are soldiers identified as illegal drug abusers considered for disciplinary action under them UCMJ in addition to administrative actions? (Para 1-11b(2), AR 600-85)			

ITEM	GO	NG	NA
f. Are the commander and UADCs knowledgeable of and enforcing current ADAPCP policies? (Inspector will verify commander and UADCs knowledge) (Para 1-11, AR 600-85)			
1. Are mandatory referrals for an evaluation being made IAW Para 1-9f and 3, AR 600-85 on the following:			
a. Positive urinalysis			
b. Incidents of alcohol and drug related family violence.			
c. Suspected alcohol and drug abusers			
d. Military police alcohol or drug related incidents.			
g. Inspector will discuss with commander involvement in preventive actions, such as revocation of class VI privileges, Drivers license suspensions, and referrals to the CCC based on command initiative; not after the individual is involved in an alcohol related incident.			
h. Are separation actions being processed, when the commander, in consultation with the ADAPCP Staff, determines that enrollment or further rehabilitative efforts are not practical? (Para 1-11d(4), AR 600-85)			
i. Does the unit ADC maintain a urinalysis ledger documenting all individuals submitting test samples with the following information: date, specimen number, individual's SSN, name of observer who observed the soldier, and the signature of the individual providing the urine specimen?			
4. **REMARKS**:			

GENERAL PURPOSE CHECKLIST		**DATE OF INSPECTION**	
FUNCTIONAL AREA/SUBORDINATE AREA: SOLDIER READINESS	**CHECKLIST EFF DATE:** **1 August 2001**		**PAGE** 1 OF 4
INSPECTION OFFICE/AGENCY G-1	**INSPECTOR'S NAME & PHONE NUMBER**		

ITEM	GO	NG	NA
TASK: Soldier Readiness. CONDITIONS: Ensure that the execution of functions, essential personnel information is managed, analyzed, and used by commanders in decision making procedures. STANDARD: AR 600-20 & USAREUR Reg 600-8-101			

1. REFERENCES:
 	
  a. AR 600-20, Army Command Policy, 15 Jul 99
 	
  b. AR 614-30, Overseas Service, 1 May 97
 	
  c. AR 600-8-101, Personnel Processing In-And-Out and Mobilization Processing, 26 Feb 93
 	
  d. USAREUR Reg 525-27, Noncombatant Evacuation Operations, 24 Oct 95
 	
  e. USAREUR Reg 600-8-101, USAREUR Soldier Readiness Program, 9 Sep 93
  f. USAREUR Reg 608-2, Family Support System, 12 Aug 98
 	
  g.   DA Pam 608-47, Guide to established Family Support Groups, 16 Aug 93
 	
2. DISCUSSION: A CINCUSAREUR initiative call the Soldier Readiness Program (SRP) charges commanders with overall responsibility for soldier readiness. It further directs them to maintain readiness on a continuous and daily basis. The USAREUR standard requires 94% of all assigned soldiers to be deployable 100% of the time. The SRP includes not only individual and unit readiness, but Family Care Plans, Family Support groups, and Noncombatant Evacuation Operations as well.
 	
3. PREDEPLOYMENT PROCESSING(PDP)/SOLDIER READINESS FOLDERS (SRF):
 	
  a. Are the publications listed above on hand, on order, or readily available?
 	
  b. Do semi-annual predeployment processing (PDP) dates appear on unit training schedule? (Para 8d, USAREUR Reg 600-8-101)
 	
  c. Is the unit using current version of CIS and Soldier Readiness Folders to track individual soldier deployability? (Para 6, USAREUR Reg 600-8-101)
 	
  d. After PDP, are unit commanders or first sergeants ensuring that unit personnel file AE Form 600-8-101A in the SRF? (Para 23b (2), USAREUR Reg 600-8-101)			

ITEM	GO	NG	NA
e. Does unit meet USAREUR deployability standard of 94%? (Para 8b, USAREUR Reg 600-8-101)			
f. Do SRFs have the following items filled out completely and correctly? (Appendix I, UR 600-8-101)			
1. Latest PDP Checklist (AE Fm 600-8-101A)			
2. Copies of DD Form 93, VA Form SGLV-8286, ERB			
3. Statement of Deployability (AE Fm 600-8-101B)			
4. PROFILE/MMRB proceeding results (if applicable)			
5. Family Care Plan/Family Support Plan (AE Fm 600-8-101C) (if applicable)			
6. Soldier Readiness Folder Initial and Deficiency Log (AE Fm 600-8-101D)			
g. MEDICAL: Does the unit have a system in place to ensure that all soldiers who wear eyeglasses have optical inserts for their protective masks on hand or on order? (Appendix K-2b (4), USAREUR Reg 600-8-101)			
h. DENTAL: Is the unit using Appendix K -2c, UR 600-8-101 to determine dental deployability?			
4. . FAMILY SUPPORT GROUPS (FSG):			
a. Does the unit have a formal support group as defined by? (Para 28a, USAREUR Reg 600-8-101 & DA Pam 608-47)			
b. Did the Family Support Liaison (FSL) and Rear Detachment Commander (RDC) attend the USAREUR RDC Course? (Appendix B-1b & B2b , USAREUR Reg 608-2)			
c. Does FSG leader publishes a FSG newsletter and organized periodic FSG meetings to distribute information, identify problem areas, and fine solutions? (Appendix F-5b & c,USAREUR Reg 608-2, & Para 3-6, DA Pam 608-47)			
d. Does the unit have a list of FSG Leaders and contact persons published? (Para 10d, USAREUR Reg 608-2)			
e. Are family support group volunteer and members trained? (Para 4-3, DA Pam 608-47)			
f. Does the FSG uses a Chain of Concern or Telephone Tree? (Para 3-5, DA Pam 608-47)			

ITEM	GO	NG	NA
g. Does the unit maintain a Family Support Plan (FSP) to include organizational structure and POCs for the FSG network that is updated quarterly? (Para 7, USAREUR Reg 608-2)			
h. Are newly-arrived soldiers and family members receiving information on the FSG from unit briefings or welcome letters, sponsor information, or visits from FSG leadership? (Para 10d, USAREUR Reg 608-2)			
5. NONCOMBATANT EVACUATION OPERATIONS (NEO):			
a. Does the unit have an established NEO program in place with the following elements? (Para 5, USAREUR Reg 525-27)			
1. Are primary and alternate Unit NEO representative (UNR) appointed in writing? (Para 11h (1), USAREUR Reg 525-27)			
2. Are AE Forms 1368 (Noncombatant Information Card or NEOARS print-outs) accurate and up-to-date?			
3. Regularly-scheduled briefings to inform sponsors of their responsibilities for NEO preparedness, and to provide them with AE Form 60 (NEO Kit) within 30 days of family member arrival? (Para 11a, USAREUR Reg 525-27)			
b. Are only personnel who do not hold key leadership positions and are not assigned concurrent field duties appointed as UNR? (Para 11h (3), USAREUR Reg 525-27)			
c. Does the UNR have at least 1 year remaining for assignment as of the appointment dates? (Para 6, USAREUR Reg 525-27)			
d. Are the names of UNR posted on the unit bulletin board? (Para 6, USAREUR Reg 525-27)			
e. Does the Commander ensure that annual unit NEO briefings are conducted? (Para 11b, USAREUR Reg 525-27)			
f. Have UNR been provided with names, addresses and strip maps of all noncombatants for whom they are responsible? (Para 11, USAREUR Reg 525-27)			
g. Are strip maps periodically verified by route reconnaissance and documented by memorandums for record? (Para 11, USAREUR Reg 525-27)			

GENERAL PURPOSE CHECKLIST		DATE OF INSPECTION				
FUNCTIONAL AREA/SUBORDINATE AREA: SOLDIER READINESS		CHECKLIST EFF DATE: 1 August 2001		PAGE 4 OF 4		
INSPECTION OFFICE/AGENCY G-1		INSPECTOR'S NAME & PHONE NUMBER				
ITEM				GO	NG	NA
5. REMARKS:						

GENERAL PURPOSE CHECKLIST		DATE OF INSPECTION	
FUNCTIONAL AREA/SUBORDINATE AREA: SPONSORSHIP PROGRAM		**CHECKLIST EFF DATE:** **1 August 2001**	**PAGE** 1 OF 2
INSPECTION OFFICE/AGENCY G-1		**INSPECTOR'S NAME & PHONE NUMBER**	

ITEM	GO	NG	NA
TASK: Ensure units sponsorship program are being maintained so that all incoming personnel are sponsored in to the unit and out going personnel are sponsored out. **CONDITIONS**: Given sponsorship program files and appropriate regulations. **STANDARD**: IAW AR 600-8-8 and 3CC Cir 600-8-8.			

1. **REFERENCES**:
 	
  a. AR 600-8-8, The Total Army Sponsorship Program, 1 Jul 93
 	
  b. USAREUR Supplement 1 to AR 600-8-8, The Total Army Sponsorship Program, 27 Nov 98
 	
  c. 3D COSCOM Cir, 600-8-8, 1 Feb 00
 	
  d. USAREUR Pamphlet 600-8-8; How to be a good Sponsor, 27 Nov 98
 	
  e. V CORPS Circular 600-8-8, 14 Aug 98
 	
2. **PURPOSE**: To evaluate the effectiveness of the unit's Sponsorship Program
 	
3. **SPECIFIC QUESTIONS**:
 	
  a. Are the above references on hand, on order, or readily available?
 	
  b. Is a sponsor appointed in writing within 10 calendar days following notification of incoming personnel or of receipt of gains roster? (Para 2-1(b), 3CC Cir 600-8-8)
 	
  c. Are files maintained on all personnel arriving into and departing from the unit? (Para 2-1, 3CC Cir 600-8-8)
 	
  d. Does the unit have an appropriate Sponsorship program? (Para 1-6(b), 3CC Cir 600-8-8)
 	
  e. Is the Commander/1SG monitoring the sponsorship program? (Para 2-1, 3CC Cir 600-8-8)
 	
  f. Is the Commander/1SG providing unit orientation briefings to newly arrived personnel? (Para 2-1(b), 3CC Cir 600-8-8)			

FUNCTIONAL AREA/SUBORDINATE AREA: SPONSORSHIP PROGRAM	CHECKLIST EFF DATE: 1 August 2001	PAGE 2 OF 2

INSPECTION OFFICE/AGENCY G-1	INSPECTOR'S NAME & PHONE NUMBER	

ITEM	GO	NG	NA
g. Does the Gp/Bn Commanders have a reactionary sponsorship program for unexpected arrivals? (Para 2-1g (4), 3CC Cir 600-8-8)			
h. Is the Commander/1SG ensuring that a copy of USAREUR Pam 600-8-8 is available for all appointed sponsors? (Para 1-4j(4b),USAREUR Supplement 1 to AR 600-8-8)			
i. Are Welcome Letters and information forwarded from sponsor to incoming soldier within 10 calendar days following appointment of sponsor? (Para 2-11, AR 600-8-8)			
j. Does the unit ensure that the sponsor knows what his/her duties and responsibilities are? (Para 2-1d, 3CC Cir 600-8-8)			
k. Are outbound soldiers offered sponsorship assistance (Para 2-2c, AR 600-8-8 & Para 3-1, 3CC Cir 600-8-8)			
l. Is a system in place to identify and recognize sponsors for their outstanding sponsorship efforts?(Para 2-4, AR 600-8-8)			
m. Are sponsors receiving adequate training before becoming a sponsor? (para 2-3(b), AR 600-8-8)			
n. Are inbound soldiers completing DA Form 7274? (Para 1-4, AR 600-8-8)			
o. Are rear detachment sponsorship provided to family members during deployment of the soldier or civilian employee sponsor? (Para 1-4g (5), AR 600-8-8)			

4. **REMARKS**:

GENERAL PURPOSE CHECKLIST	DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: SUSPENSION OF FAVORABLE PERSONNEL ACTIONS	**CHECKLIST EFF DATE:** **1 August 2001**	**PAGE** 1 OF 2	
INSPECTION OFFICE/AGENCY G-1	**INSPECTOR'S NAME & PHONE NUMBER**		

ITEM	GO	NG	NA
TASK: Prescribe policies, operating tasks, and steps governing the suspension of favorable actions as a function. **CONDITIONS**: Given the mission of monitoring Suspension of Favorable Personnel Actions at the Battalion S1 Level. **STANDARD**: IAW AR 600-8-2			

1. **REFERENCES**:
 	
   a. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS), 30 Oct 87
 	
   b. AR 600-9, The Army Weight Control Program, 1 Sep 86
 	
   c. AR 600-8-19, Enlisted Promotions and Reductions, 2 Oct 00
 	
   d. AR 600-8-22, Military Awards, 25 Feb 95
 	
   e. AR 600-8-24, Officer Transfers and Discharge, 21 Jul 95
 	
   f. AR 635-200, Enlisted Personnel (Personnel Separations), 1 Nov 00
 	
 2. **PURPOSE**: To determine if Suspension of Favorable Personnel Actions are timely and accurately reported thru SIDPERS III.
 	
 3. **SPECIFIC QUESTIONS**:
 	
   a. Is an internal system in place to monitor flagging actions using the monthly ACC-C95 roster (Including a suspense file)? (Para 2-3, AR 600-8-2)
 	
   b. Are flags initiated immediately when a soldier's status changes from favorable to unfavorable? (Para 1-10, AR 600-8-2)			

ITEM	GO	NG	NA
c. Are flag removals initiated immediately upon change of status? (Para 1-10, AR 600-8-2)			
d. Are DA Form 268s on file for all soldiers currently listed on the AAC-95 roster? (Para 3-11, AR 600-8-2)			
e. Is the original copy of AAC-C95 report, with annotations filed at the BN S-1? (Para 3-11, AR 600-8-2)			
f. Is one copy of annotated AAC-C95 report, returned to the flagged records center (within 3 working days of receipt and reconcile discrepancies? (Para 3-11, AR 600-8-2)			
g. Are personnel under investigation flagged? (Para 1-11, AR 600-8-2)			
h. Are overweight/APFT personnel failures reviewed accordingly for Bar to Reenlistment or possible elimination? (Para 1-15, AR 600-8-2)			
4. **REMARKS**:			

GENERAL PURPOSE CHECKLIST		DATE OF INSPECTION	

FUNCTIONAL AREA/SUBORDINATE AREA:	CHECKLIST EFF DATE:	PAGE
ENLISTED PROMOTIONS	**1 August 2001**	1 OF 3

INSPECTION OFFICE/AGENCY	INSPECTOR'S NAME & PHONE NUMBER
G-1	

ITEM	GO	NG	NA
TASK: Ensure qualified enlisted personnel promotion and reductions are being performed IAW current Army Regulations **CONDITIONS**: Ensure enlisted promotions system is filling authorized enlisted spaces with the best qualified soldiers. **STANDARD**: IAW AR 600-8-19.			

1. **REFERENCES**:
 	
   a. AR 600-8-19, Enlisted Promotions and Reductions, 1 Nov 2000
 	
   b. AR 600-9, The Army Weight Control Program, 1 Sep 86
 	
   c. AR 600-8-2, Suspensions of Favorable Personnel Actions (FLAGS), 30 Oct 87
 	
   d. AR 601-280, Army Retention Program, 31 May 99
 	
   e. AR 680-29, Military Personnel Organization and Type of Transaction Codes, 29 Mar 96
 	
   f. DA Pam 600-8-1, SIDPERS Battalion Level Procedures, 01 Mar 89
 	
   g. DA Pam 611-21, Military Occupational Classification and Structure, 31 Mar 99
 	
2. **PURPOSE**: To evaluate the Semi-Centralized Promotion System at the Battalion Level to ensure the program is maintained within DA Standards
 	
3. **SPECIFIC QUESTIONS**:
 	
  DECENTRALIZED PROMTIONS:
 	
  a. Are the publications listed above on hand, on order, or readily available?
 	
  b. Is the Enlisted Advancement Report (AAA-117) screened and authenticated by the unit commander? (Para 2-4,Table 2-1(8), AR 600-8-19)			

ITEM	GO	NG	NA
c. Are waiver allocation properly posted to the AAA-119 and reviewed by S1 personnel? (Para 2-6, AR 600-8-19) Table 2-2.			
d. Did any unit exceed the DA percent waiver limitations for the last six months? (Para 8-9, 8-10, AR 600-8-19)			
e. Are all required DA Form 4187 completed in the proper format and the original DA Form 4187, one copy of the AAA-117 and one copy of AAA-119 forwarded to the PSB Promotion Work Center? (Para 2-4, Table 2-1, AR 600-8-19)			
f. Are required SIDPERS grade transactions submitted prior to the first day of the eligible month? (Para 7-1, AR 600-8-19)			
g. Is the Multiple Input Error Report Unit Personnel Accountability Update (AAA-228) reviewed to ensure required corrective action is taken to update finance and DA data base? (Para 7-8, AR 600-8-19)			
h. Is SIDPERS3 utilized in preparing promotion actions? (Para 8-3, AR 600-8-19)			
i. Are all soldier denied promotions who are fully eligible counseled in writing as to the reasons why they are not being advanced? (Para 1-26, AR 600-8-19)			
j. Is the appropriate SIDPERS transaction submitted when soldiers are denied automatic promotions no later than the 20th of the month prior.			
k. Is there a marks filing system established to file copies of DA Form 4187 for all soldiers advanced and a copy of the AAA-117, AAA-119, and DA Form 4187? (Para 2-4, Table 2-1(16), AR 25-400-2)			
SEMI-CENTRALIZED PROMOTIONS			
a. Is the Recommended List for Promotion of Enlisted Personnel (AAA-294) reviewed monthly by S1 personnel to screen for soldiers not eligible for promotion, bars, flags, correct zone, etc.? (Para 3-13(1), AR 600-8-19)			
b. Is the unit commander personally reviewing the AAA-294 report, identifying soldiers to be recommended for promotion (annotate in the last column yes/no), and personally authenticating the report? (Para 3-13, Table 3-5(3), AR 600-8-19)			

ITEM	GO	NG	NA
c. Are promotion board proceedings approved or disapproved by the promotion authority by the third working day. (Para 3-18c(2), AR 600-8-19)			
d. Are DA Form 3355s forwarded to the units by the S1 on all soldiers in the primary zone for the commander's recommendation?			
e. Does the battalion S1 forwarded DA Form 3355 of soldiers recommended to the PSB NLT the 10th of the month prior to board appearance month? (Para 3-14, AR 600-9-19)			
f. Are all soldiers denied recommendation who are fully eligible for promotion counseled in writing as to the reason why they are not being recommended? (Para 1-26a, AR 600-8-19)			
g. Does the battalion S1 prepare or receive AAA-249 report from the PSB and verify information for accuracy? (Para 3-19, table 3 -8, AR 600-8-19)			
h. Does the unit post a current copy of the promotion list report on the unit bulletin board with SSNs blocked out? (Para 3-18, Table 3-8 (13&14), AR 600-8-19)			

4. **REMARKS**

:

GENERAL PURPOSE CHECKLIST		**DATE OF INSPECTION**				
FUNCTIONAL AREA/SUBORDINATE AREA: RATION CARD		**CHECKLIST EFF DATE:** 1 August 2001	**PAGE** 1 OF 2			
INSPECTION OFFICE/AGENCY G-1		**INSPECTOR'S NAME & PHONE NUMBER**				
ITEM				**GO**	**NG**	**NA**
TASK: To implement a Ration Control Program for U.S. Forces their dependents, and U.S. Civilians in USAREUR. CONDITIONS: Given the mission to control, issue, and use of AE Form 600-702A (Ration Card), AE Form 600-702C (Supplemental Ration Card), AE Form 600-702D (Ration Card Register), AE Form 600-702E-R (Ration Card Quarterly Inventory), and Ration Stamp. STANDARD: To comply with USAREUR Regulation 600-702.						
1. RERERENCE: USAREUR Reg 600-702, Ration Policy, 28 Nov 97 2. DISCUSSION: To assist the Commander in the Control and Distribution of Ration Cards. 3. SPECIFIC QUESTIONS: a. Is the regulation above on hand, on order, or readily available? b. Is the S1 ensuring that those personnel receiving a ration card are authorized in accordance with Para 5, USAREUR Reg 600-702? c. Are the orders for personnel that come from CONUS on TDY or ADT for less than 30 days being stamped for rationed items, and are the authorized amounts being entered on the orders IAW Para 4b (1). d. Are commanders delegating, in writing the management control, and issue of ration cards to other officers and enlisted personnel in the rank of sergeants and above IAW Para 6a (1), reference as above? e. If delegating the authority to E4's and below, are they getting written permission from the next higher level? (Para 6b (1), USAREUR Reg 600-702) f. Is AE Form 600-702D being used to issue, turn-in, indicate destruction or loss of ration cards? (Appendix B-1, USAREUR Reg 600-702) g. Is AE Form 600-702D being used to record supplemental ration card (AE Form 600-702C)? (Appendix B-1, USAREUR Reg 600-702) h. Are quarterly ration card inventory being done on AE Form 600-702E-R as indicated in Para 6E (3), Ref as above?						

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GENERAL PURPOSE CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: RATION CARD		**CHECKLIST EFF DATE:** **1 August 2001**	**PAGE** 2 OF 2	
INSPECTION OFFICE/AGENCY G-1		**INSPECTOR'S NAME & PHONE NUMBER**		

ITEM	GO	NG	NA
i. Are ration cards being kept in an approved three combination safe or container? (Para 6E (3), USAREUR Reg 600-702)			
j. Are inquiries of lost cards being conducted? (Para 10, USAREUR Reg 600-702)			
k. Are turn-in procedures being conducted? (Para 9, USAREUR Reg 600-702)			
l. Are revocation procedures being conducted ? (Para 12, USAREUR Reg 600-702)			
4. REMARKS:			

| FUNCTIONAL AREA/SUBORDINATE AREA: AWARDS | CHECKLIST EFF DATE: 30 Jun 00 | PAGE 1 OF 3 |

| INSPECTION OFFICE/AGENCY G-1 | INSPECTOR'S NAME & PHONE NUMBER |

ITEM	GO	NG	NA
TASK: Army Award Program. **CONDITIONS**: Given the mission of monitoring the Awards Program at the Battalion S1 Level. **STANDARD**: AR 600-8-22 and 3d COSCOM SOP dtd 25 Nov 98			

1. **REFERENCES**:
 	
  a. AR 600-8-22, Military Awards, 25 Feb95
 	
  b. AR 600-8-105, Military Orders, 28 Oct 94
 	
  c. 3D COSCOM Military Awards SOP, 25 Nov 98
 	
  d. V Corps Memorandum, Driver and Mechanic Badges, 2 Nov 98
 	
  e. V Corps Reg 600-8-22, Military Awards, 16 Jul 96
 	
  f. V Corps Reg 672-3, V Corps Distinguished Leader Program, 30 Aug 93
 	
  g. V Corps Reg 672-4, V Corps Distinguished Small Unit Program, 3 Aug 98
 	
2. PURPOSE: To assess the effectiveness of the unit's Award Program to ensure that all deserving soldiers are recognized prior to departure.
 	
3. **SPECIFIC QUESTIONS**:
 	
  a. Are the above references on hand, on order, or readily available?
 	
  b. Are soldiers recognized with an award ceremony prior to their departure (V Corps Reg 600-8-22, 5a). What is the battalion S1's role in monitoring this (3D COSCOM Military Awards SOP 4n)?
 	
  c. Does the battalion S1 have an Awards Program SOP? (3D COSCOM Military Awards SOP 4n)
 	
  d. Are there procedures in place for identifying projected losses and notifying unit commanders so that all soldiers departing are considered for an award? (V Corps Reg 600-8-22)			

ITEM	GO	NG	NA
e. Has the PAC screened the soldier's name on C95 to see if he or she is under suspension of favorable personnel actions and did the actions officer certify the information on item 21, DA Form 638? (Table 3-4, AR 600-8-22)			
f. Were previous awards verified with the soldier's MPRJ/ORB and annotated correctly on item 8, DA Form 638? (Table 3-4, AR 600-8-22)			
g. Are awards being forwarded to the approval authority regardless of recommendations? If the commander has disapproval authority, delegation of disapproval authority memorandum should be on file? Para 5d, V Corps Reg 600-8-22)			
h. Was appropriate oak leaf cluster awarded for each succeeding award annotated in item 8, DA Form 638?			
i. Was only one decoration awarded for the same act, achievement or period of service? (AR 600-8-22, 1-18) For verification, check the S1's awards file or log for any previous approved awards on the recommended soldier.			
j. Were orders distributed properly and annotation made correctly in item 31, DA Form 638? (Table 3-4 , AR 600-8-22)			
k. Does the unit maintain an orders file for approved awards (3D COSCOM Military Awards SOP 4n)?			
l. Are certificates prepared IAW Section VI, AR 600-8-22?			
m. Does the S1 maintain a log and monitor suspenses for all pending awards? (3D COSCOM Military Awards SOP 4n)			
n. Does the S1 maintain an awards report and forward it higher yearly? (Para 1-4a AR 600-8-22)			
4. **REVIEW/ PROCESS GOOD CONDUCT MEDAL**:			
a. Does the S1 verify that all soldiers on the AA 162 are currently assigned? (Table 4-2 (AR 600-8-22)			
b. Are roster distributed to unit commanders? (Table 4-2, AR 600-8-22)			
c. Does the unit commander screen the roster for qualified soldiers? (Table 4-2, AR 600-8-22)			
d. For those that deserve the GCMDL and are not listed, does the S1 notify the PD to reconcile the C24 with the soldier's name?			
e. Did the unit commander circle yes/no (approve/disapprove) next to each soldier's name?			

ITEM	GO	NG	NA
f. If the commander disapprove a soldier's GCMDL, did they counsel the soldier and forward a memorandum attesting to the disapproval to the S1 for posting in the MPRJ? (Table 4-2, AR 600-8-22)			
5. **DRIVER AND MECHANIC BADGES**:			
a. Does the commander certify that individuals meet the requirements for the drivers badge?			
b. Does the soldier possess a valid US Government Motor Vehicle Operators License, OF 346? (Para 8-28d (1), AR 600-8-22			
c. Has the soldier performed assigned duty as a driver or assistant driver of an Army vehicle for a minimum of 12 consecutive months, or at least 8,000 miles and had no Army motor vehicle accidents or traffic violations recorded on his/her Equipment Operator Qualification Record DA Form 348? (Para 8-28d (2), AR 600-8-22)			
OR			
d. Performed satisfactory for a minimum period of 1 year as an active qualified driver instructor or motor vehicle driver examiner ? (Para8-28d (3), AR 600-8-22)			
e. Does the commander certify that individual meet the following requirements for the Mechanic's Badge AR 600-8-22, 8-28e for each):			
1. Passed aptitude test and have completed the standard mechanics course with a skilled rating or have demonstrated possession of sufficient previous experience as an automotive or engineer equipment mechanic?			
2. Assigned as the primary duty as an automotive or engineer mechanic, unit level or higher, or is an active automotive/ engineer mechanic instructor?			
3. If required to drive an Army motor vehicle in connection with automotive mechanic or automotive mechanic instructor duties, qualified for motor vehicle operators permit as prescribed above, and performed duty which included driving motor vehicles for a minimum of 6 consecutive months, and had no Army motor vehicle accidents or traffic violations recorded on his/her Equipment Operator Qualification Record, DA Form 348.			
4. Are recommendations approved by the appropriate commander and orders issued?			
6. **REMARKS:**			

ITEM	GO	NG	NA
TASK: Manage Personnel Evaluations **CONDITIONS**: Given the mission of monitoring and maintaining the Personnel Evaluations at the Battalion Level. **STANDARD**: IAW AR 623-105 and AR 623-205.			

1. REFERENCES:
 	
   a. AR 623-1, AR 623-105, AR 623-205, Personnel Evaluations (Update 6), 31 Mar 92
 	
   b. DA Pam 623-105, The Officer Evaluation Reporting System Guide, 30 Sep 97
 	
 2. **PURPOSE**: To evaluate the effectiveness of the Personnel Evaluation process within the unit.
 	
 3. **SPECIFIC QUESTIONS**:
 	
 NONCOMMISSIONED OFFICER EVALUATION REPORT:
 	
   a. Are the above references on hand, on order, or readily available?
 	
   b. Is the identify of each NCO's rater, senior rater, and reviewer (complete with rank, name, date of rank, duty assignment and effective date) properly produced, published and made known to the NCOs on an official rating scheme within the unit of assignment/attachment ? (Para 1-4b (1a), AR 623-205)
 	
   c. Does the rating scheme include the effective date for each rating official? (Para 1-4b (1a), AR 623-205)
 	
   d. Are rating schemes kept current as changes occur and published monthly?
 	
   e. Is the Personnel Transaction Register by Unit Report (AAC-228) being monitored with the Unit Manning Report (AAC-161) and the unit rating scheme to ensure units are promptly requesting Change of Rater NCO-ER when they report position changes, if necessary?
 	
   f. Does the S1 have a system in place to monitor annual reports to ensure they are completed in a timely manner? (Para 2-7a, AR 623-205)
 	
   g. Does the S1 have a system in place to ensure that a Relief for Cause or Complete the Record Report is completed in a timely manner? (Para 2-10, AR 623-205)			

ITEM	GO	NG	NA
h. Does the S1 ensure that the following are completed prior to forwarding the report to the PSB for processing:			
1. Part I, Administrative Data, a thru k, IAW para 6-9, AR 623-205?			
2. Part II, Authentication, IAW para 6-10, AR 623-205?			
3. Part III, Duty Descriptions, IAW para 6-11, AR 623-205?			
4. Part IV, Values/NCO Responsibilities, IAW para 6-12, AR 623-205?			
5. Part V, Overall Performance and Potential, IAW para 6-15, AR 623-205?			
6. Is a system in place to ensure the beginning month is the month following the ending month of the last report? (Para 2-7a,AR 623-205)			
7. Are the NCO-ERs accurately completed and turned into the servicing PSB NLT 30 days following the ending month of the report? (App E, Para E-7, AR 623-205)			
OFFICER EVALUATION REPORT:			
a. Do all rated officers receive a copy of both the rater's and the senior rater's support form shortly after assuming duties?			
b. Is the identity of each officer's rater, intermediate rater (if applicable), and senior rater made known to the officers on an official rating scheme that is published and distributed within the unit of assignment or attachment ?			
c. Are Junior Officer Developmental Support Forms (JODSFs) used with all LTs and WO1s in conjunction with the support form (DA Form 67-9-1)? (Pg. 12, DA Pam 623-105) Conduct a random sample check.			
d. Does the S1 have a system in place to monitor annual reports to ensure they are initiated and completed on time?			
e. Does the S1 have a system in place to ensure that Senior Rater Option; Rater Option; Relief for Cause; Complete the Record; Sixty Day Option, or any other type of report is initiated and completed on time? (Chapter 5, AR 623-105)			

ITEM	GO	NG	NA
f. Does the S1 ensure that the following are completed before forwarding to the PSB or DA PERSCOM for processing? (Par 4-10 thru 4-16, AR 623-105):			
1. Part I, Administrative Data, a thru p.			
2. Part II, Authentication.			
3. Part III, Duty Description.			
4. Part IV, Performance Evaluation Professionalism.			
5. Part V, Performance and Potential Evaluation.			
6. Part VI, Intermediate Rater (if applicable)			
7. Part VII, Senior Rater.			
g. Are OERs accurately completed and received 1) at DA PERSCOM within 60 days following the ending period of the report (Para 5-36c(3), AR 623-105) turned into the servicing PSB for processing and Officer Record Brief updating?			
4. **REMARKS**:			

GENERAL PURPOSE CHECKLIST		DATES(S) OF INSPECTION			
FUNCTIONAL AREA/SUBORDINATE AREA: PERSTEMPO		**CHECKLIST EFF DATE**: **12 APRIL 2001**		**PAGE** 1 OF 2	
INSPECTION OFFICE/AGENCY G-1		**INSPECTOR'S NAME & PHONE NUMBER**			
ITEM			**GO**	**NG**	**NA**
A. Discussion: The intent of this program is to ensure individual deployment data is tracked and submitted into the PERSTEMPO database in accordance with regulatory guidance.					
B. REFERENCES: 1. Public Law 106-65, FY00 National Defense Authorization Act (NDAA). 2. Business Rules for the Leader, Version 4, dated 30 Mar 01. 3. PERSTEMPO User's Manual, dated 31 Mar 01. 4. DA Memorandum, SUBJ: PERSTEMPO Policy Guidance, dated 4 Apr 01. 5. USAREUR Memorandum, SUBJ: PERSTEMPO Management, dated 2 Jan 01. 6. USAREUR Memorandum, SUBJ: USAREUR PERSTEMPO Implementation Plan, USAREUR/7A, dated XXXX (Draft) **C. Specific Questions:** **MSC** 1. Does the command evaluate PERSTEMPO during subordinate unit CI/SAVs? 2. Does the command have a primary and alternate PERSTEMPO User Administrator appointed on orders? 3. Is access to PERSTEMPO terminated when the User Administrator departs the unit? 4. Has the command appointed primary and alternate PERSTEMPO User Administrators for lower echelons (down to battalion level minimum)? 5. Has the command established policies to integrate PERSTEMPO counter verification into its in/outprocessing procedures?					

FUNCTIONAL AREA/SUBORDINATE AREA: **PERSTEMPO**	**CHECKLIST EFF DATE**: **12 APRIL 2001**

INSPECTION OFFICE/AGENCY G-1	INSPECTOR'S NAME & PHONE NUMBER

ITEM	GO	NG	NA
Subordinate Unit:			
6. Does the unit have a primary and alternate PERSTEMPO User Administrator/Clerk appointed on orders? (Note: User Administrators required only down to battalion level)			
7. Is access to PERSTEMPO terminated when User Administrator/Clerk departs the unit?			
8. Are deployment records for soldiers assigned being maintained for the duration of their assignment to the subordinate unit?			
9. Is the unit conducting PERSTEMPO forecasting to identify soldiers who are high deployers?			
10. Does the unit have procedures in place to ensure all soldiers are informed of the provisions of the FY00 National Defense Authorization Act?			
11. Has the unit User Administrator/Clerk received training on PERSTEMPO?			
12. Does the unit have procedures in place to brief PERSTEMPO information during quarterly training briefs?			
13. For soldiers deployed over 220 days, is written approval on file?			
Comments:			

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